

# Personal Development Plan

## Outline Example

### Philosophy extract

My single professional focus is the development of leaders for the betterment of our communities and the strength of businesses. To this end I focus on the aspects of leadership that are embedded within teams and organizations.

I believe facilitation produces better results with adults than a pedagogical approach to training. I believe that I am responsible to establish the learning environment. I do this by consciously providing a safe place where vulnerabilities are uncovered and addressed in a supportive, caring manner.

I consistently advocate for the learner as they operate in a challenging learning environment. I do my utmost for adults to carry a dialogue between themselves using their products and skillful research to drive their learning.

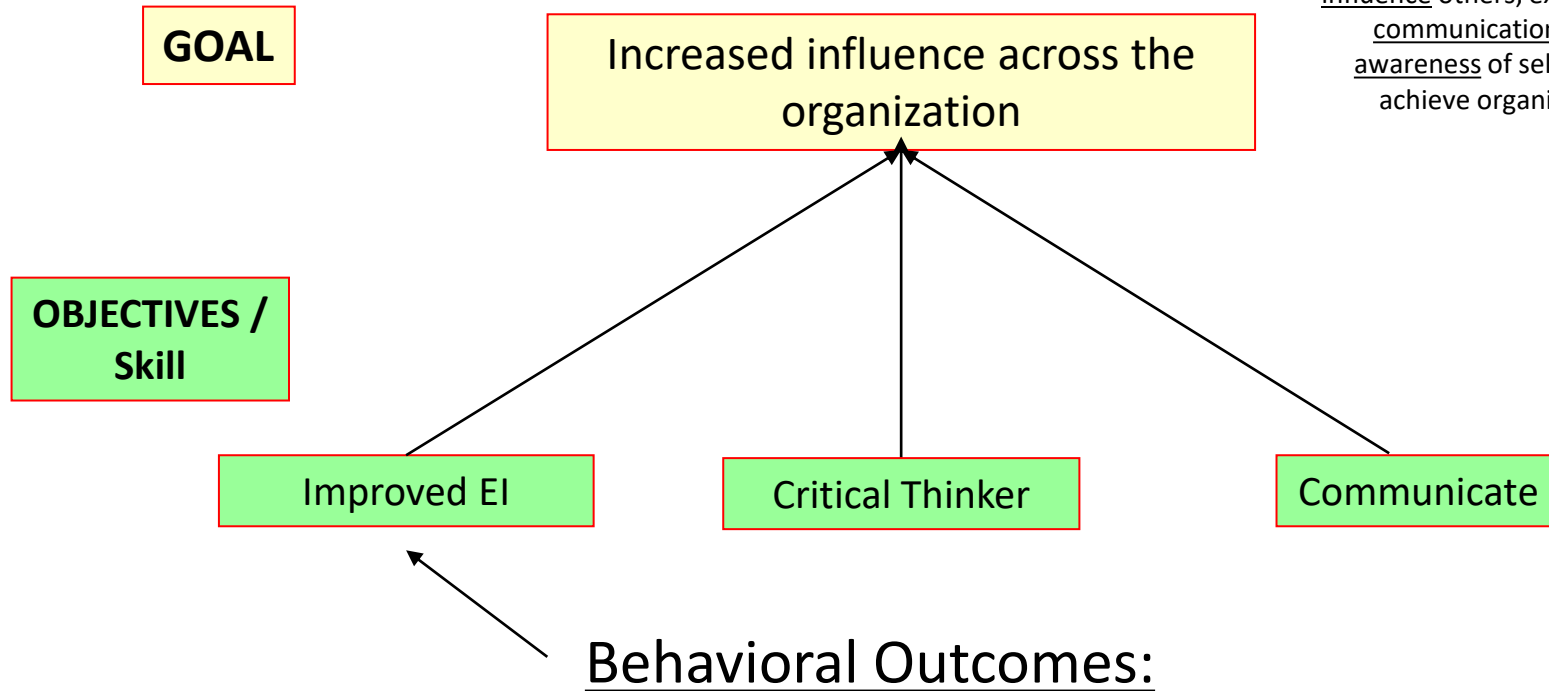
I encourage ambiguity and uncertainty in my seminars because adaptability and innovation are central to all leaders. I can be counted on to provide direct, candid feedback on learner products and their group dynamics.

# Focus Statement

## Example

Become an individual who understands and applies the leadership skills to effectively influence others, exercise professional communication, demonstrate awareness of self and others and achieve organizational goals.

Become an individual who understands and applies the leadership skills to effectively influence others, exercise professional communication, demonstrate awareness of self and others and achieve organizational goals.



- ✓ Awareness of self and others
- ✓ Encourages open and candid communications
- ✓ Demonstrates care for people and their well-being
- ✓ Seeks Understanding
- ✓ Aware of Personal Bias

**GOAL**

Increased influence across the organization

**OBJECTIVES / Skill**

Improved EI

Critical Thinker

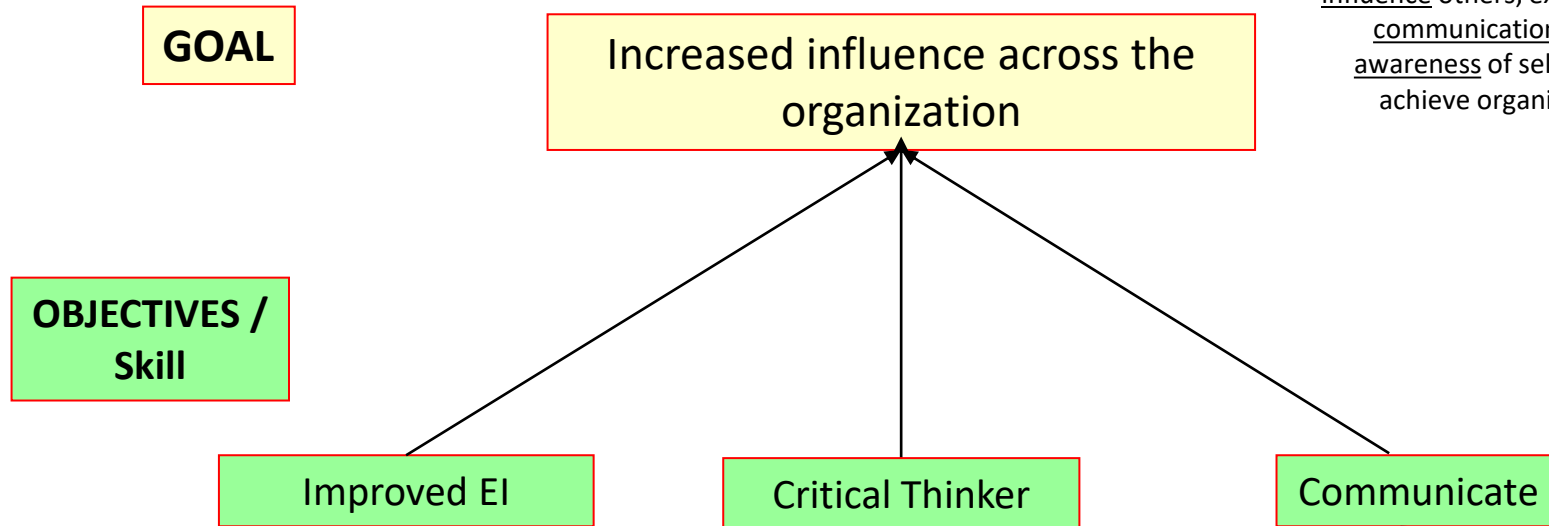
Communicate

Become an individual who understands and applies the leadership skills to effectively influence others, exercise professional communication, demonstrate awareness of self and others and achieve organizational goals.

Behavioral Outcomes:

- ✓ Checks Assumptions
- ✓ Utilizes Intellectual Standards
- ✓ Promotes Intellectual Integrity
- ✓ Asks better questions
- ✓ Is aware of bias
- ✓ Checks egocentrism

Become an individual who understands and applies the leadership skills to effectively influence others, exercise professional communication, demonstrate awareness of self and others and achieve organizational goals.



### Behavioral Outcomes:

- ✓ Listens actively
- ✓ Seeks clarity in understanding
- ✓ Employs engaging communication techniques
- ✓ Conveys thoughts and ideas to ensure shared understanding
- ✓ Presents recommendations so others understand advantages
- ✓ Is sensitive to cultural factors in communication

# ✓ Listens Actively

To make a change in this behavior what opportunities already exist that I can leverage and what possibilities are there for me to create additional opportunities to improve my active listening.

## Existing:

- Discussions with my cubemate
- Discussions with my supervisor
- Discussions with my spouse
- Discussions with my mother-in-law

## Possibility:

- Discussions with a mentor
- Discussions with my supervisor
- Discussions with my parent

Study: Attend two online listening seminars in the next quarter

Practice: Include paraphrasing in discussions 30% of the time.

- Use attentive postures and gestures with my spouse in every discussion
- Offer feedback to my supervisor twice in the next quarter

Feedback: Solicit feedback from my colleagues two weeks after I begin this practice

- Solicit feedback from my spouse two weeks after I begin this practice